



STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
Division of Solid Waste Management
401 Church Street, 8th Floor
Nashville, TN 37243-1533

MEMORANDUM

TO: All County Mayors, City Mayors, Non-profit Recyclers, and Certain For-profit Agencies

FROM: Ronald E. White, Grants Manager
Solid Waste Assistance

SUBJECT: Grant Solicitation - Used Oil Grant Targeting Underserved Areas and the Upgrade or Replacement of Used Oil Equipment

DATE: July 14, 2008

The Division is soliciting applications for used oil collection and education grants. First priority will be given to sites in underserved areas. Second priority will be given to upgrade existing public facilities and third priority will be given to upgrade private facilities. Consideration will only be given to applications received for these purposes. Only local governments will be eligible for used oil education funds. If you know of any businesses that might want to apply for a used oil grant and are eligible for the program, please give them a copy of the complete grant package.

Applicants are reminded to complete all sections of the grant package. Applications must be signed and dated by the regularly authorized representative (county mayor, city mayor for public or government agencies, or owner, executive director, or chairman of the board for non-government agencies) unless a resolution is included with the application that authorizes another signee. The Department has set aside \$1,000,000 for this offering.

If you are awarded this grant, do not purchase any equipment or enter into any obligations until you receive the fully executed (signed by all parties) grant. Doing so may void any potential award.

Pay close attention to the **deadline of Monday September 8, 2008** for submitting the application. If you mail the application the last week before the deadline, please send it by overnight mail to be sure it arrives in our office **by 4:30 p.m.** on or before the deadline. Applications received after the deadline will be returned without review.

If you have further questions, please call me at (615) 532-4967.

**THE USED OIL COLLECTION ACT OF 1993
T.C.A. 68-211-1005**

**Grants for Used Oil Collection Centers,
Educational Programs,
And Equipment That Burns Used Oil for Fuel**

**Grant Application Guidelines
Revised July 23, 2008**

Statutory Authority

The purpose of this program is to reduce the amount of improperly disposed used oil by providing incentives to increase the number of collection facilities for used oil generated by do-it-yourselfers.

T.C.A. 68-211-1005 states that the used oil collection fund may be used as follows:

- (2) The department may award grants, subsidies and/or loans to municipalities, counties and counties having a metropolitan form of government to establish and operate used oil collection centers at publicly owned facilities or other suitable public or private locations; and provide technical assistance to persons who organize such programs.
- (3) The department may award grants or subsidies to local governments to purchase equipment that burns oil as fuel. In awarding such grants or subsidies, priority shall be given to local governments who establish used oil collection centers.
- (4) The department shall provide technical assistance to and reimburse public or private operators of used oil collection centers to dilute, decontaminate or dispose of used oil which has been contaminated by any substance which would require such contaminated oil to be disposed of as a hazardous waste in accordance with the provisions of chapter 212 of this title if such dilution, decontamination or disposal is approved by the department prior to such dilution, decontamination or disposal. However, such reimbursement shall only be awarded to operators who have complied with management standards and rules and regulations of the department and shall be limited to no more than twenty thousand seven hundred dollars (\$20,700) per year per used oil collection center. No reimbursement shall be made to any operator who is disqualified pursuant to rules or regulations of the department.
- (5) The department may award grants to develop and implement educational programs to encourage proper handling, disposal and recycling of used oil.
- (7) The department may award grants to develop and implement programs to provide direct incentives to for-profit and not-for-profit entities to establish and operate used oil collection centers.

Eligibility

Cities, counties, solid waste authorities, counties having a metropolitan form of government (local governments), non-profit recyclers and certain for-profit agencies are eligible for funding consideration. For-profit agencies to be considered are automotive service, maintenance, or parts; agricultural equipment sales and service; and farmers' co-ops.

Grants will only be awarded to:

- (1) Applicants located in an under-served area:
 - a. An under-served area is any area not within a 10 mile radius of an existing used oil collection site, **OR**
 - b. Any area where the population averages more than 150 persons per square mile.
- (2) Used oil collection sites needing to upgrade or replace existing equipment or:

(3) For-Profit Applicants meeting **one** of the requirements listed in (1) and:

- a. Whose business is not attached to a residence, and
- b. Who own their own property.

Grant offers will be issued for the maximum amount allowable for the equipment requested as shown in Part II, Budget Summary and Equipment Request. Grantees will be reimbursed *only after* they have paid the vendor and have also provided the State with adequate proof of vendor payment. Reimbursement will be based on either the actual price or the grant maximum, whichever is less. Prior to reimbursement the State will inspect the collection site to confirm that all equipment has been delivered, installed and is operational.

Applications

Eligible applications will be funded on a first come, first served basis. First priority will be given to under-served areas that are establishing a used oil collection center. Second priority will be given to existing public facilities and third priority will be give to existing private facilities. Local governments may apply for one or all of the items listed in Part II. For-profit and not-for-profit entities establishing a DIYer used oil collection site may apply for all items except the education portion of the grant. Only local governments may apply for the education portion of the grant. Requests for education funding may be made in the amount of \$1,500.00 per site up to a maximum of \$7,500.00 for established used oil collections sites within the local jurisdiction. The total maximum grant for any applicant may not exceed \$50,000. Applications may not be broken out by various departments to obtain more than the \$50,000 per applicant maximum.

Applications must contain the proper company name (example: ABC FARMERS COOP, LLC), as registered with the Secretary of State or as appears on all legal documents for the company. Applications must be signed by an authorized representative (county mayor, mayor, president, all partners, etc.). Other representatives may sign, but a copy of the authorizing resolution must be included. All applications must contain the following documents:

- Application, Part I, and Part II
- Part III, complete one for each site
- Part IV - Education plan (Local governments only)
- Used Oil Installation Registration and Notification, complete one for each site
- Copy of warranty deed showing the land where used oil collection site will be located
- Copy of current business license and taxpayer registration (Private Businesses)
- Copy of an approved resolution authorizing someone other than the chief executive requesting grant to be the responsible party

Submission Date

One original completed application with all applicable documentation should be returned to and received by the Division of Solid Waste Management, Solid Waste Assistance Programs, 401 Church Street, 5th Floor, Nashville, TN 37243, **no later than 4:30 p.m. on Monday September 8, 2008**. Faxed or e-mailed copies of applications will not be accepted. Applications received after 4:30 p.m. on **Monday September 8, 2008** will be returned without review.

Awards

Approximately sixty (60) days after completion of the application review process, the Department of Environment and Conservation will announce grant awards and commit funds to meet the obligation.



DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF SOLID WASTE MANAGEMENT

5th Floor, L & C Tower
401 Church Street
Nashville, TN 37243

GRANT APPLICATION FOR

☐ RECYCLING EQUIPMENT ☐ USED OIL ☐ WASTE REDUCTION ☐ OTHER _____

Return Application to Above Address

Part I

APPLICANT INFORMATION:

Name of Agency/Organization:

Address:

E-Mail Address (Required if available):

Type of Organization:

- [] County
[] Municipality
[] Solid Waste Authority
[] Planning Region
[] For-Profit Organization
 [] Corporation
 [] Proprietorship
 [] Partnership
[] Not-for-Profit Organization
[] Other (please specify) _____

Name and telephone number of person responsible for all grant activities
(i.e. bidding, purchasing):

Name: _____

Telephone: _____

Fax Number: _____

E-Mail Address: _____
(Required if available)

FEIN#: _____

FOR NON PROFIT ORGANIZATIONS:

Chartered in Tennessee? Yes [] No []

Date of Charter: _____

IRS Classification: _____

Attach a copy of approval letter for charter or
501(c)(3) exemption.

To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized by the governing body of the applicant.

Print or Type Name of Authorized Representative

Title

Signature

Date

Telephone: _____

E-Mail Address (required if available)

PART II**USED OIL GRANT
BUDGET WORKSHEET**

	Equipment Description	A. Maximum Amount per Location	B. Total Number Requested	C. Total Amount A x B = C
1	Storage Tank, Container and Spill Containment	\$2,200		\$
2	Canopy – Cover for Storage Tank to prevent storm water run-off	\$2,000		\$
3	Impermeable Pad	\$1,000		\$
4	Oil Filter Crusher – Light Duty passenger cars, pick-up trucks	\$1,500		\$
5	Oil Filter Crusher – Heavy Duty semi's, heavy equipment, etc.	\$2,500		\$
6	Used Oil Heater – Including flue pipe, kits, freight, and Installation	\$10,000		\$
7	Oil Pump	\$1,000		\$
8	Education – Available to governments agencies only (\$7,500 Max Per Grant)	\$1,500		\$
	TOTAL AMOUNT:			\$

PART III

USED OIL GRANT EQUIPMENT REQUEST WORKSHEET

Please complete **one** Used Oil Equipment Request for **each location**.

Name of Collection Site: _____

Physical Address: _____

Days and hours of operation: _____

Contact Person: _____

Contact Phone: _____

Contact Email: _____

Check each of the following items requested for this site:

- ☐ Storage Tank, Container and Spill Containment
- ☐ Canopy
- ☐ Impermeable Pad
- ☐ Oil Filter Crusher – Light Duty
- ☐ Oil Filter Crusher – Heavy Duty
- ☐ Used Oil Heater
- ☐ Oil Pump
- ☐ Education Funds

Check the intent(s) of this grant request for this site:

- ☐ *Establish* a site for used oil collection
- ☐ *Upgrade or replace* equipment at an existing used oil collection site
- ☐ *Implement* used oil education campaign (**for government agencies only**)

If this collection site is located on private property please provide the following information.

- Proof of ownership of land where used oil collection site will be located
- A copy of the signed agreement, which details terms and conditions for use of the property
- A copy of current business license and taxpayers registration

PART III (CONTINUED)

USED OIL GRANT EQUIPMENT REQUEST WORKSHEET

1. If a **storage tank** is being requested without a pad or a canopy, explain the site design. Pictures or drawings may be included for clarity. A storage tank must be placed on an impermeable pad and covered with a canopy or enclosed in a building.

2. A. If an applicant is requesting funding for a filter crusher, identify which of the following options your collection site will be implementing. (Refer to pages 7-9 in the [Used Oil Collection and Recycling Program Guide](#) for more details.)
 - ☐ **Option 1** - Recycle the oil and the metal from the filters
 - ☐ **Option 2** - Drain and crush the filters, recycle the oil, and dispose of the filters as a special waste in any Class I landfill
 - ☐ **Option 3** - Puncture and hot drain or cold drain and dispose of as special waste in a subtitle D landfill (synthetic liner)
 - ☐ **Option 4** - Dispose of the filters as a hazardous waste

B. If a heavy-duty oil filter crusher is requested, provide justification.

3. If a **used oil heater** is requested, provide the square footage and describe the shape of the building in which the used oil heater will be located. Provide a detailed explanation of the placement of the heater(s) and building configuration to justify heater size requested.

If sufficient quantities of used oil are not collected or generated at the facility where the heater is located, explain the plan for transporting* additional quantities of used oil to the facility.

*According to the [Standards for the Management of Used Oil](#) (Rule 1200-1-11-.11 and TCA 68-211-1014) "...any transporter of used oil who transports: a) quantities of used oil in excess of 55 gallons of used oil at any given time, or b) who transports more than 1,000 gallons of used oil annually, shall be a certified transporter."

PART IV

EDUCATION PLAN

The Education Plan is to be completed only if requesting education funding (available to government agencies only).

Education is an important step in developing a successful Used Oil Recycling Program. Marketing a behavior change can be more difficult than marketing a product. The department encourages the use of social marketing techniques. Social marketing is the planning and implementation of programs designed to bring about social (behavior) change using concepts from commercial marketing.

There are basically two approaches towards reaching the public using social marketing techniques. These are informational and awareness type approaches. Informational approaches or campaigns are designed to give people specific information on a subject. The other type of approach is an awareness campaign. This type of campaign raises awareness and explains why an issue is important to them. This message tends to be general in nature speaking on the larger problem. Examples of each are found in Worksheet 3 of the Education Plan.

Each approach is useful in its own way. It is up to the applicant to determine the best approach to use. Either approach requires some measurement to be evaluated in order to determine if the program is successful. This may be as simple as the percent increase in do-it-yourselfers recycling used oil or an increase in the overall volume of used oil collected. Either way, it is important to determine about how the program's success will be measured.

The following worksheets will guide you through the process of developing a successful marketing plan that will enhance your used oil recycling program.

The websites www.social-marketing.org/sm.html or www.cdc.gov/communication/practice/socialmarketing.htm can provide more in-depth information on the subject of social marketing.

Worksheet 1 for Education Plan

Who are the Used Oil Education Team Members?

Recruit a dynamic team of individuals who have an interest in used oil issues, are dependable workers, and who represent diverse audiences with a stake in a successful program.

Used Oil Education Team – Designate key personnel for used oil education:

Name	Address	Phone	Special Interest, Skill, or Background

Worksheet 2 for Education Plan

Who is the target audience?

Select the target audiences based on your team members' input and program goals.

#	Target Audience	% of Concentration	#	Target Audience	% of Concentration
1	Automotive Do-It-Yourselfers	%	4	Agricultural Do-It-Yourselfers	%
2	Boating Do-It-Yourselfers	%	5	Student Drivers	%
3	General Public	%	6	Other: _____	%

Worksheet 3 for Education Plan

What is the message?

Enter the target audience(s) from Worksheet 2 to the corresponding message(s) you will focus on during the grant period. They may be informational messages or awareness messages.

Informational Messages

Sample Informational Messages	Target Audience Which will you focus on?
Our county/city manages (# of sites) _____ used oil collection sites. They are located at _____.	
Our county/city opened a new used oil collection site. It is located at _____.	
Our county/city accepts oil filters for recycling at _____.	
Use absorbents to clean any used oil spills.	
Keep used oil in a clean, sealed, and covered container.	
Properly drain a filter for 24 hours before recycling it and the used oil.	
Other:	
Other:	

Awareness Messages

Sample Awareness Messages	Target Audience Which will you focus on?
Proper storage and handling of used oil is important because...	
Used oil has value. Save resources by recycling it when you buy new oil.	
Leaks and drips from vehicles cause water pollution.	
Other:	
Other:	

Worksheet 4 for Education Plan

Select a reasonable number of activities that will convey the key messages selected in worksheet #3 to the target audience(s). The Implementation Method or Activity may be flyers, posters, radio, newspaper, etc. Measurement of Success may be the percent increase in do-it-yourselfers recycling used oil, an increase in the overall volume of used oil collected, or the number of radio listeners reached. Education is a year round activity.

Target Audience Number	Project Leader	Implementation Method or Activity	Estimated Cost	Measurement of Success	January	February	March	April	May	June	July	August	September	October	November	December
			\$													
			\$													
			\$													
			\$													
			\$													
			\$													
			\$													
			\$													



FILE NUMBER

TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF SOLID WASTE MANAGEMENT
USED OIL INSTALLATION REGISTRATION AND NOTIFICATION

FORM HN - O

THIS FORM IS USED TO REGISTER NEW USED OIL FACILITIES OR FOR ANY EXISTING BUSINESS TO NOTIFY THE STATE OF ANY INFORMATIONAL UPDATE CONCERNING USED OIL ACTIVITY ON FILE.

FACILITY TYPE (CHECK ALL THAT APPLY) ☐ USED OIL TRANSPORTER ☐ COLLECTION CENTER ☐ USED OIL PROCESSOR / RE-REFINER
☐ USED OIL TRANSFER FACILITY ☐ USED OIL MARKETER ☐ OFF-SPEC USED OIL BURNER

USED OIL REG NUMBER EPA ID NUMBER

SITE OR BUSINESS NAME

PART 1 - PHYSICAL LOCATION (DO NOT USE PO BOX NUMBERS)

STREET, ROAD, OR DIRECTIONS TO YOUR SITE		CITY	STATE	ZIP
PHONE	FAX	E-MAIL	COUNTY	

PART 2 - MAILING ADDRESS

SEND MAIL TO THE ATTENTION OF	MAIL ADDRESS	CITY	STATE	ZIP
FOR FOREIGN MAILING ADDRESSES PROVIDE:	FOREIGN PROVINCE	FOREIGN MAIL CODE	COUNTRY	

PART 3 - BUSINESS OWNER ADDRESS

OWNER NAME AND TITLE	ADDRESS	CITY	STATE	ZIP
FOREIGN PROVINCE	FOREIGN MAIL CODE	COUNTRY		
PHONE	FAX	E-MAIL		
*OWNER CODE AND LAND CODE - SELECT FROM THIS LIST: Federal (F); State (S); Private (P); Indian (I); County (C); Municipal (M); District (D); Other (O)		DATE OWNERSHIP BEGAN	*OWNER CODE	*LAND CODE

PART 4 - BUSINESS OR SITE MANAGER

NAME AND TITLE	ADDRESS	CITY, STATE, ZIP
PHONE	FAX	EMAIL

PART 5 - SITE TECHNICAL CONTACT


NAME AND TITLE	ADDRESS	CITY, STATE, ZIP
PHONE	FAX	EMAIL


PART 6 - SITE EMERGENCY CONTACT

NAME AND TITLE	ADDRESS	CITY, STATE, ZIP
PHONE	FAX	EMAIL

(IDENTIFY USED OIL ACTIVITY AT THIS SITE - CHECK ALL THAT APPLY)

COLLECTION CENTER	TRANSPORTER	MARKETER	OFF SPEC BURNER	PROC / RE-REFINER
<input type="checkbox"/> DO-IT-YOURSELF	<input type="checkbox"/> TRANSPORT ONLY	<input type="checkbox"/> DIRECTS SHIPMENTS OF USED OIL TO BURNER	<input type="checkbox"/> UTILITY BOILER	<input type="checkbox"/> PROCESS ONLY
<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> TRANSFER FAC ONLY		<input type="checkbox"/> INDUSTRIAL BOILER	<input type="checkbox"/> PROCESS AND RE-REFINE
<input type="checkbox"/> BOTH COMMERCIAL AND DO-IT-YOURSELF	<input type="checkbox"/> TRANSPORT AND TRANSFER	<input type="checkbox"/> FIRST CLAIMS THE USED OIL IS ON-SPEC	<input type="checkbox"/> INDUSTRIAL FURNACE	<input type="checkbox"/> RE-REFINE ONLY

RETURN COMPLETED FORMS TO:  TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION DIVISION OF SOLID WASTE MANAGEMENT
WASTE ACTIVITY AUDIT SECTION 401 CHURCH STREET, FIFTH FLOOR L & C TOWER NASHVILLE, TN 37243-1535

FOR MORE INFO OR ASSISTANCE:  CONTACT Nina Vo at 615-532-9268 OR FAX TO: 615-532-0886.
VIEW OUR WEBSITE AT: <http://www.state.tn.us/environment/swm/>

CERTIFICATION

I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION ACCORDING TO A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHER AND EVALUATE THE INFORMATION SUBMITTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THIS REPORTING SYSTEM OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THIS INFORMATION, THE INFORMATION SUBMITTED IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE, ACCURATE AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT OR BOTH FOR KNOWING VIOLATIONS.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINTED NAME

TITLE

DATE

BELOW IS FOR DEPARTMENTAL USE ONLY

DATE RECEIVED	RECEIVED BY	DATE CLOSED	DATE REGULATED	DATE DE-REGULATED

COUNTY CODE	PRIORITY	GENERATOR	SMALL GENERATOR	SPECIAL STATUS
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

COMMENTS

CHECKLIST FOR A COMPLETE GRANT APPLICATION

Before mailing the grant package, confirm the following have been included:

- ☐ Part I - Grant Application
- ☐ Part II - Budget Summary
- ☐ Part III - Used Oil Equipment Request(s)
- ☐ Proof of ownership of land where used oil collection site will be located (for sites located on private property)
- ☐ Copy of the signed agreement, which details terms and conditions for use of the property (for sites located on private property)
- ☐ Copy of current business license and taxpayers registration (for sites located on private property)
- ☐ Part IV - Education Plan (if applicable)
- ☐ Used Oil Installation Registration and Notification
- ☐ Photos or layout of site where used oil collection equipment would be located (optional)
- ☐ Map of county and locations pinpointing proposed and existing used oil collection sites (optional)

I have read and understood the [Used Oil Collection and Recycling Program Guide](#). I agree that all sites for which equipment is being requested will follow program guidelines and provide collection to do-it-yourselfers.

Signature

Printed Name

Title

Date